

1st September 2018

Dear Parent/Guardian

### **A CHANGE TO MORNING DROP OFF ARRANGEMENTS**

As you are aware, the school allows parents/guardians to drive onto the site in the morning to drop off their children. This often leads to congestion on Henllys Way and the safety of those arriving at school can be compromised.

The Governing Body has therefore revised the morning drop off system and we ask that all parents/guardians follow the new rules. **The safety of our pupils and those accompanying them to school is our priority.**

**Please comply with the following each morning:**

- The drop off area has been extended to allow up to six cars to 'drop off' at the same time.
- Please **DO NOT** allow your child to get out of the car unless you are located in the designated 'drop off' bay which is clearly marked.
- Please **DO NOT** stop your car in the area painted with a diagonal yellow criss-cross grid - this needs to be clear at all times.
- Please **DO NOT** park in the drop off area or on the double yellow lines - you should leave the drop off area immediately after your child/children has/have left the car.
- Please **DO NOT** drop off or park in the area marked 'Ymwelwyr/Visitors'.
- If your child needs assistance to walk to the yard, we ask that you park off site until they are confident to do so.

Staff will be on duty at the drop off point and on the yard each morning from 8:45am.

Please refer to the attached plan for further clarification.

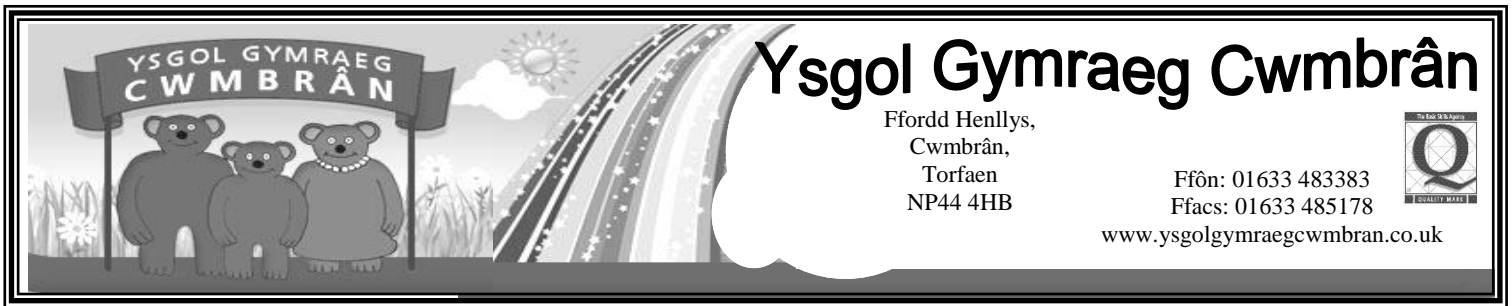
### **REMINDER OF PARKING RESTRICTIONS ON SITE**

Only contracted buses and taxis or blue badge holders can enter the site at the end of the school day to collect pupils.

If you need to visit during school hours, cars are prohibited from driving up to the main reception area. Please park in the designated space by the main gate.

We thank you in advance for your co-operation.

***C Evans on behalf of the Governing Body***



1af o Fedi 2018

Annwyl Rieni/Warcheidwad

## **NEWID I DREFNIANT GOLLWNG DISGYBLION YN Y BORE**

Fel y gwyddoch, mae'r ysgol yn caniatáu i rieni/gwarcheidwaid yrru ar y safle yn y bore i ollwng eu plant. Mae hyn yn aml yn arwain at dagfeydd ar Ffordd Henllys a gall peryglu diogelwch y rhai sy'n cyrraedd yr ysgol.

Mae'r Corff Llywodraethol felly wedi diwygio system gollwng y bore ac rydym yn gofyn i'r holl rieni / gwarcheidwaid ddilyn y rheolau newydd. **Diogelwch ein disgyblion a'r rheiny sy'n eu hebrwng nhw i'r ysgol yw ein blaenoriaeth.**

**Gofynnwn i chi gydymffurfio â'r canlynol bob bore:**

- Mae'r man gollwng wedi ei ymestyn i ganiatáu hyd at chwech o geir i ollwng disgyblion ar yr un pryd.
- PEIDIWCH â gadael i'ch plentyn fynd allan o'r car oni bai eich bod wedi lleoli yn y man gollwng dynodedig sydd wedi'i farcio'n glir.
- PEIDIWCH stopio eich car yn yr ardal a beintiwed gyda llinellau melyn croeslin - mae angen ei chadw'n glir ar bob adeg.
- PEIDIWCH â pharcio yn y man gollwng neu ar y llinellau melyn dwbwl- dylech adael y man gollwng yn syth ar ôl i'ch plentyn / plant adael y car.
- PEIDIWCH â gollwng eich plentyn neu barcio yn yr ardal a farciwyd 'Ymwelwyr / Visitors'.
- Os oes angen cymorth ar eich plentyn i gerdded i'r iard, gofynnwn i chi barcio oddi ar y safle nes eu bod yn hyderus i wneud hynny.

Bydd staff ar ddyletswydd wrth y man gollwng ac ar yr iard bob bore o 8:45 yb.

Cyfeiriwch at y cynllun atodedig am eglurhad pellach.

## **PARCIO AR Y SAFLE**

Dim ond bysiau a thacsis sydd wedi'u contractio a rheini sydd â bathodynau glas all ddod ar y safle ar ddiwedd y dydd i gasglu disgyblion.

Os oes angen i chi ymweld yn ystod oriau ysgol, gwaharddir ceir rhag gyrru i'r brif dderbynfa. Parciwch yn y man dynodedig ger y brif giât.

Diolchwn ichi ymlaen llaw am eich cydweithrediad.

***C Evans ar ran y Corff Llywodraethol***

